

Capital Improvement Enterprise Electronic Development Project Files

LRDA Number 20101810

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This records series documents new construction or modifications to existing structures or systems (examples: SMART buildings, retrofit to SMART buildings, Wi-Fi, emergency communication systems) and may contain but is not limited to request form, feasibility study, statement of work, background documents, copies of applications and permits, cost-benefit analysis, vendor information, contracts, contract deliverables, design documentation plans, maps, inspector reports, release records, change-control records, project orders, weekly status reports, standards, specifications, technical reports, progress schedules, security documents, data files, revisions and reissues, photographs, post-implementation evaluations, quality-assurance assessments, testing records, memos, related correspondence and similar documents.	Six (6) calendar years after completion of the project.	This record series may contain confidential/restricted/proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NRS 239C.090, NRS 239C.220, NAC 239.165	None.

Computer Access Log

LRDA Number 20071727

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document the access to an employee's computer. The log consists of information relating to the name of the employee, the date (and time) of access, a reasonable explanation of the circumstances and considerations justifying the access, the name of each person authorized to perform the access, the name of each person allowed to examine the information retrieved, the name of each person required to store / maintain and/or destroy that information, details of inappropriate use or access to the computer and similar information.	Three (3) calendar years from the end of the calendar year to which it pertains.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(a)(d), NRS 281.195	None.

Information Technology

Computer Run Scheduling Records

LRDA Number 20071344

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records used to schedule computer runs, including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Two (2) backup cycles.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Computer Usage Files

LRDA Number 20071350

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are usually electronic files or automated logs created to monitor computer system usage. This series may include but is not limited to login files, system usage files, charge-back files, data entry logs, and records of individual computer program usage.	As long as administratively useful to the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Documentation of Computer System and Programs

LRDA Number 20070244

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of all program specifications and documentation related to a particular program or system used by the local government. This series may include but is not limited to instructional manuals, booklets, reference materials, programmers notes and memos, general system design reports, test plans and results, conversion reports and statements, data documentation, source codes, application project files, addendums, specification architecture reports, conversion plans, correspondence, computer printouts, and related lists and checklists.	Retain until information is no longer needed to retrieve or store data, or for three (3) calendar years after system or program is discontinued or replaced, whichever is longer.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC Section 501, 15 USC section 5308, NAC 239.165 (1)(2)	None.

Enterprise Electronic Development Project Files

LRDA Number 20101809

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records created and used during the development, design, control, and monitoring of a specific or group of enterprise electronic system or application projects. This series may include but is not limited to request form, feasibility study, statement of work, background documents, cost-benefit analysis, vendor information, contracts, contract deliverables, design documentation, release records, change-control records, standards, specifications, technical reports, security documents, data files, revision and reissues, post-implementation evaluations, quality-assurance assessments and testing records, related correspondence and similar documents.	Three (3) calendar years after completion of the project.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NAC 239.165	None.

Enterprise Electronic Development Project Files - Not Implemented

LRDA Number 20101808

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records created and used during the development, scoping and investigation of an enterprise electronic system or application project(s) that result in no action or implementation. This series may include but is not limited to request forms, project scope documents, background documents, vendor information, beta test results, feasibility studies, system objectives, cost-benefit analysis, memos, related correspondence and similar documents	One (1) calendar year after decision is rendered.	This record series may contain proprietary information and should be destroyed in a secure manner that will prevent reconstruction of the information.	17 USC section 501, 15 USC section 5308, NAC 239.165	None.

Error Reports

LRDA Number 20071341

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series includes reports produced to detect errors or potential errors within the system. The files may consist of paper printouts and/or online reports.	Until a superseding report is run or until the action for which they were produced has been accomplished.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Geographic Information System (GIS) - Core Data

LRDA Number 20121863

Description	Minimum Retention Period	Disposition	Legal Citations	Note
A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. Records in this series may include but are not limited to data in the database, maps, aerial photographs, data dictionaries, various datasets (such as base, building and structure, business information, emergency dispatch, environmental, land use and planning, transportation system) and related metadata.	Retain the core data such as parcel, boundary, zoning, and orthoimagery layers, with accompanying data sets until superseded. Retain historical snapshots (if applicable) permanently.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Help Desk Telephone Logs and Reports

LRDA Number 20071362

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document requests for technical assistance and the responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	One (1) calendar year after creation.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Internet Services Logs

LRDA Number 20071365

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series usually consists of electronic files or automated logs created to monitor access and use of services provided via the Internet. Information in this series may also be used to document system audits, system security audits, create summary reports, and other purposes.	If this record series is used for auditing purposes and/or if the information is used in summary or annual reports, retain until completion of audit or when information is documented in summary or annual report, whichever is later. If not needed for any other purpose destroy when no longer needed by the agency.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Inventories of Circuits

LRDA Number 20071363

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of automated or paper records containing information on network circuits used by the local government including circuit number, vendor, cost per month, type of connection, terminal series, software, contact person, and other relevant information about the circuit.	Three (3) calendar years after the circuit is no longer used by the local government.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

IT Access Control Policies and Procedures

LRDA Number 20071724

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the controls placed upon access to system applications and/or data by an agency. The files may include but are not limited to user/ID policy, access control criterion, password control policies, logging procedures, dataflow diagrams, administrative change control process, procedures for processing terminations and similar policies with related correspondence.	Six (6) calendar years from the end of the calendar year in which the policy and procedure is superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (1)(b)	None.

IT Access Control Reviews and Audit Trails

LRDA Number 20071728

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reviews and audits of the policies and procedures created to control access to system applications and/or data by an agency. The files may include but are not limited to security and access control logs (such as logs of password guessing attempts, unauthorized transactions, attempts at unauthorized privileges, unauthorized attempts at software or application modifications, etc.), firewall traffic log, reviews of security and access control logs, logging procedures reviews, lists of user access rights and user ID's, computer log reviews, other security audit/review reports with supporting documentation and similar documents.	Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d)	None.

IT Asset Inventory Files

LRDA Number 20071720

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents IT inventories created and maintained by an agency in accordance with various PSP's (Policies, Standards and Procedures). The files may include but are not limited to physical equipment inventory , copyright section, software inventory, software libraries, software audits, data communications equipment inventory, other IT related inventories and lists, work station (and port) diagrams and assignments, inventory reports (to management), network configuration diagrams & documentation, system communication configuration diagrams & documentation, documentation of audits of equipment and similar documentation.	Three (3) calendar years from end of the calendar year in which the inventory is superseded or an audit/review is concluded.	This record series may contain confidential (Trade Secrets) information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 600A.080	None.

IT Contingency Plan Tests

LRDA Number 20071371

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the testing of IT contingency plans. This series may include but is not limited to copies of management's annual reviews, contingency plan testing documents (check lists, testing criterion, test results, etc.), copies of reports to management (on equipment, software, environmental conditions, security concerns, etc.), related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year in which the test was performed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239C.210, NAC 239.165 (1)(2)	None.

IT Contingency Plans

LRDA Number 20071370

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents IT contingency plans established and maintained by a local government. The files may include but are not limited to an IT risk management plan (describing risks faced by a local government), IT disaster plan (a plan on how to conduct business because of a disaster), IT resumption of business plan (plan and procedures needed to bring back to normal operations after a disaster, including restoration of hardware, equipment and software), IT mitigation plan (plans and procedures on how to solve and/or implement corrective measures for deficiencies found in the regular tests of all contingency plans), procedures for system backups and recovery, management annual reviews, related correspondence and similar documentation.	Three (3) calendar years from the end of the calendar year in which the plan is superseded.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 242.105, NRS 239C.210, NAC 239.165 (1)(2)	None.

IT Employee Access Control and Security Awareness Files

LRDA Number 20071725

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series administers employee security awareness training and signed documentation of agreements concerning use and access of applications and data. The files may include but are not limited to employee access letter of agreement and/or non-disclosure agreements, employee security awareness training documentation, password disclosure statement, employee email (and other application) agreements and related documents.	Three (3) calendar years from the end of the calendar year in which the form was modified or the employees' access rights were terminated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 239C.210	None.

IT Security Evaluations

LRDA Number 20071368

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents evaluations on the security of computer systems concerning protection against unauthorized access, disclosure, or modification of data and protection against loss of data due to security breaches and /or sabotage. This series may contain but is not limited to initial security evaluation, periodic evaluations, special evaluations, copies of related system upgrade & modification documents, copies of security logs and reports, related correspondence, and similar documentation.	Three (3) calendar years from the end of the calendar year in which the evaluation was completed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 242.105, NAC 239.165 (1)(2)	None.

IT Security Plans

LRDA Number 20071723

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the requirements to create and maintain plans for IT systems concerning security management, employee security training, personnel security measures, data and application security, software security, and physical and environmental security. The files may consist of but are not limited to written security plan, written policies and procedures, system security specifications, firewall administrative policy, physical security plan, emergency procedures for computer facilities and environmental controls, related correspondence and similar documents.	Six (6) calendar years from the end of the calendar year in which the plan, policy and/or procedure is superseded or revised.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (1)(b)	None.

IT Security Reviews, Reports and Logs

LRDA Number 20071726

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document reviews and audits of the policies and procedures created to control physical access to IT systems, controls over environmental functions within computer facilities, reports of security breaches and suspicious activities. The files may consist of, but are not limited to, authorized visitor log, physical security reviews, environmental controls reviews, Annual Internal Compliance Reviews, Security Breach Reports, Reports of Suspicious Activities, Reports of Suspected Violations, checklists, reports to management, related correspondence and similar documents.	Three (3) calendar years from the end of the calendar year in which the review and/or audit was concluded. Retain logs for a minimum period of ninety (90) days.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.210, NRS 11.190 (3)(d)	None.

IT System User Master List

LRDA Number 20071369

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to administer and document the creation, maintenance and management of IT system user access rights. The master list usually consists of an on-line electronic file containing user names, user ID codes, access rights and privileges (to data, applications, communications and other system devices) and similar documents.	Purge and or modify this record series as needed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

Master Files

LRDA Number 20071333

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are electronic records that replace in whole or in part, hard copy records that have been scheduled through an approved records retention schedule and contain the same information as the scheduled records.	Purge the file after the expiration of the minimum retention period authorized for the hard copy of the file.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

Network or Circuit Installation and Service Files

LRDA Number 20071364

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents requests by local governments to service provider for data communication service, installation, or repair and the response to the request. This record series may include work orders, work schedules, copies of building or circuitry diagrams, memoranda, correspondence, and related documents.	Three (3) calendar years after request is filled or after repairs are made.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 11.190 (3)(d), NRS 11.190 (4)(e), NRS 239C.120, NAC 239.165 (1)(2)	None.

Production Job Submittal Log

LRDA Number 20071729

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This is a paper or online record series used as a history of non-automated batch job requirements. The record lists the programs and/or hardware which will be affected by the running of the requested job. Used to check on what order jobs are run on the system.	Retain paper copies for a minimum period of thirty (30) days from the date of the printout. Update the on-line computer record as needed.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	None	None

Restructure Database Audit Report

LRDA Number 20071337

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of computer printouts created when the files are being restructured. This record series is used to verify successful completion of the process.	Review on a continuous basis, disposing of records which are no longer administratively useful or are duplicates of records maintained elsewhere.	None	None	None

Software Licenses

LRDA Number 20071245

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of documents proving the licensure and implementation of computer software programs by the local government. This series may include but is not limited to permitted uses, rights and restrictions, warranty information, liability statement, and laws governing use of the product.	Duration of license plus three (3) calendar years.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 11.190 (3)(d)	None

Software Review Files

LRDA Number 20071351

Description	Minimum Retention Period	Disposition	Legal Citations	Note
These are records related to the review and recommendation of software for local government use. This series may include vendor information, manuals, software reviews, and related material.	Three (3) calendar years after software is no longer used or evaluation period has ended.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	None